



Bureau of HIV and STD Prevention

HIV/STD Clinical Resources Division
HIV/STD Epidemiology Division
HIV/STD Health Resources Division

Est. December 21, 2001

Rev. May 21, 2002

HIV/STD Policy No. 200.002

CORE COMPETENCIES OF ASSEMBLIES

PURPOSE

To guide Assemblies in developing and identifying the knowledge, skills, and capacities required of its membership in order to plan for the delivery of services to the HIV/STD infected community. The Texas Department of Health (TDH), Bureau of HIV and STD Prevention (Bureau) requires each Assembly to meet the core competencies required in this policy.

AUTHORITY

Title II of the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act of 1990 and CARE Act Amendments of 1996 and 2000; V.T.C.A., Health and Safety Code, Chapter 85, Subchapter B; Texas Administrative Code, Chapter 98, Subchapter A; HIV/STD Policy No. 200.001 "Establishment of Assemblies".

DEFINITIONS APPLIED TO BUREAU POLICY

Contractor A legal entity under contract with TDH to provide goods or services to people who are infected or affected by HIV, AIDS or STDs, or to implement goals supporting the Bureau's mission.

REQUIRED CORE COMPETENCIES

All Assemblies will meet the core competencies developed for the planning Assemblies. Assemblies will integrate the core competencies in all aspects of planning service delivery implementation. The core competencies include:

Leadership

Leadership includes:

1. Develop planning goals.
2. Communication skills.
3. Organizational skills.
4. Delegating.
5. Facilitation skills.
6. Negotiation skills.
7. Coordinate with administrative entity.

Productive membership

Productive membership includes:

1. High-risk populations.
2. Local expertise.
3. Diverse.
4. Committed.
5. Balanced.
6. Consumer presence.

Disease knowledge

Disease knowledge includes:

1. Health prevention.
2. Current treatment practices.
3. Emerging trends (STD/HIV).
4. Morbidity/co-morbidity (epidemiology).

Capacity to conduct meeting processes

Capacity to conduct meeting processes includes:

1. Conflict resolution.
2. Governance of meetings.
3. Group decision-making.

Capacity to produce a comprehensive plan for HIV service delivery

Capacity to produce a comprehensive plan includes:

1. Apply data to priority setting (needs assessment and epidemiology).
2. Conduct a priority setting process that insures the principles of parity, inclusion, and representation (PIR) are evident.

Capacity to coordinate relevant community linkages

Capacity to coordinate relevant community linkages includes:

1. Public health systems.
2. Medical clinics.
3. HIV services and service delivery systems.
4. Client advocacy groups.
5. Persons living with AIDS (PLWA) organizations and other consumer groups.
6. Managed care systems.
7. Public assistance programs.

Capacity to interpret and apply program specific legislation and government regulations to planning processes

Capacity to interpret and apply regulations to planning processes includes:

1. TDH policies.
2. Group by-laws.

3. Centers for Disease Control and Prevention and Health Resources and Services Administration guidances.
4. Key principles of community process.

ROLE AND RESPONSIBILITY OF THE BUREAU

1. Operationally define and monitor achievement of the core competencies in all aspects of planning and implementing service delivery,
2. assure the core competencies are met through technical assistance and support provided either directly by TDH or indirectly through a TDH contractor, and
3. modify/amend the list of core competencies, as needed.

DATE OF LAST REVIEW:

November 13, 2002 See revisions section.

REVISIONS

Page 2, lines 23	deleted "HIV/STD prevention and" in the subsection title "Capacity to produce a comprehensive plan for HIV/STD prevention and HIV service delivery"
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